



LAKE COUNTY Board of County Commissioners

ES-5.01.01
Procedure

SUBJECT: Safety Program

APPROVED: February 24, 2006

EXPIRATION DATE: This procedure remains in effect until superseded or cancelled.

SUPERSEDES: New

ORIGINATOR: Employee Services

PURPOSE & SCOPE:

The purpose of this document is to provide an overall written description of Lake County's Safety Program and overview of the individual sub-programs which support it.

REFERENCES:

Lake County Safety Policy (LCC-68)

APPLICABILITY:

This procedure applies to all employees of Lake County Board of County Commissioners (BCC) and representatives from other Lake County agencies covered by the County's Workers' Compensation and Property & Liability programs.

PROCEDURE:

1. Employee Duties and Responsibilities

Lake County employees are strongly encouraged to participate in the safety programs. There are many ways in which to become involved.

- A. Safety Action Team (SAT) Membership - SAT members work on different aspects of the Lake County Safety Program. The team is comprised of a mix of talents of Lake County employees and representation of the various departments/agencies.
- B. Inspections - Inspectors are trained in hazard recognition and perform inspections in their work area on a routine basis. Through the inspection process, hazards can be identified and corrected.
- C. Correction/reporting of safety hazards - Employees are empowered to correct unsafe conditions within their power to correct. Other items should be reported to their supervisor/manager.
- D. Reporting of near miss incidents - Near miss incidents should be reported to the supervisor/manager as soon as possible.

- E. Participation in safety training programs/classes - Each employee must receive the proper safety training required by his/her job assignment. The supervisor/manager is directly responsible for ensuring that employees receive the required training.
- F. Conducting monthly safety meetings - Employees are encouraged to volunteer to give the monthly safety topic (provided by the office of Employee Services) to their fellow co-workers.
- G. Conducting safety training for new/current employees - Employees may be asked to conduct specific safety training for their respective work area(s).

2. Management/Supervisory Duties and Responsibilities

- A. Safety Policy - Lake County has established a Safety Policy, which has been approved by the Board of County Commissioners.
- B. Involvement - Management involvement consists of management showing a hands-on involvement in the Lake County Safety Program. This is accomplished by numerous means including: involvement on the Safety Action Team, area inspections, injury/illness and property damage investigations, and discussing monthly safety topics at meetings. By giving employees the opportunity to observe management participation, this encourages employees to become more personally involved in safety. It fosters a caring, trusting relationship between employees and management.
- C. Role and Responsibility - Managers/Supervisors are directly responsible for the Safety of their employees. Managers/Supervisors must empower their employees to take action on safety issues. This allows employees to take ownership of safety issues and follow them through to completion. Managers/Supervisors roles and responsibilities include:
 - 1) Encouraging employees to be involved in Lake County Safety Programs.
 - 2) Allotting time for employees to work on safety issues and volunteer as members on the Safety Action Team (SAT).
 - 3) Ensuring that their employees have the authority to identify and correct safety issues.
 - 4) Being a safety mentor to their employees and always leading by example.
 - 5) Enforcing safety rules with progressive corrective action when necessary.
 - 6) Attending Supervisor Safety training courses when offered.

- 7) Allowing access to safety professionals, such as Employee Services' Training & Safety Specialist who can be contacted to assist employees and offer technical assistance on safety issue.
- D. Contractor Selection - Lake County has a contractor proposal process that is part of the County's contractor selection program. The proposal process/document typically includes a background statement, minimum contractor qualifications, contractor selection criteria, and specific information about the contract work to be performed. Contractors are required to meet Lake County's safety requirements and provide information to the contract administrator or Training & Safety Specialist upon request.
- E. Program Evaluation - An annual compliance audit is conducted. Employee Services' Training & Safety Specialist utilizing a Safety Program Self Audit Checklist conducts this audit.

3. Work Area Safety

- A. Safety Inspections - Safety inspections are to be performed on a routine basis for work areas. Safety issues found during inspections are tracked until the item has been corrected and the inspection item closed. Inspections are performed by a training employee responsible for a particular work area or the Employee Services' Training & Safety Specialist.
- B. Injury/Illness or Property Damage Reporting and Initial Investigation - The employee and supervisor are responsible for completing the Injury/Illness or Property Damage report. Supervisors are responsible for the initial investigation and corrective actions if any.
- C. Injury/Illness or Property Damage Investigation - A more thorough investigation may be initiated by Employee Services if further inquiry is necessary or the original report is incomplete or inaccurate. An Employee Services representative will conduct an investigation to gather additional information. Depending on the nature of the investigation, an investigative team may be formed with key players involved in or who may be knowledgeable about the incident.

4. Trend Analysis

Part of the process of minimizing accident and injuries involves a historical review of illnesses, injuries, property damages, and inspection items to identify trends. Data from the Office of Employee Services investigative reports are compiled and sorted by specific aspects (e.g., bodily injury location, specific worksite location, etc.) to focus on real or potential causes. If a trend is detected, a plan of action will be determined and acted upon. The plan of action may consist of specific training, personal protective equipment, and/or other safety initiatives.

5. Hazard Prevention and Control

- A. Personal Protective Equipment (PPE) - PPE designated for a job function is defined in the area specific procedure. The area specific procedure contains proper use of PPE, availability, storage, cleaning, etc. Examples of PPE are gloves, safety glasses, respirators, face shields, chemical suits, hard hats, etc.
- B. Lockout Tagout Procedures - Procedures are required to be used when performing maintenance, troubleshooting activities or repair work on equipment to ensure that energy hazards are properly controlled. This energy can be in the form of electrical, hydraulic, pneumatic, or mechanical, however it is important to remember that any form of energy can be a potential safety problem.

6. Material Safety Data Sheet (MSDS) Procedure

MSDSs provide employees and emergency personnel with procedures for handling and working with a hazardous substance and other health and safety information. They will include information such as toxicity, health effects, first aid, reactivity, storage, disposal, spill/leak procedures, protective equipment and physical data (such as flash point, boiling point, etc.). They can be obtained from the manufacturer or distributor of supplied chemicals or through the Internet.

The MSDS procedure establishes requirements for chemical acquisition and MSDS management. These sheets are distributed to binders located in specific areas that store or utilize the material.

7. Corrective Action and Disciplinary System

Lake County has a Corrective Action procedure which outlines a system of taking progressive disciplinary action. This system is a progressive process which takes into account the nature and severity of the infraction/violation. The progressive process includes oral warnings, written warnings, suspension without pay and other actions up to termination of employment.

8. Maintenance

Lake County's facilities and maintenance employees primarily conduct maintenance of equipment. Service is conducted at intervals specified in Maintenance Procedures.

The Computerize Maintenance Management System (CMMS) system is a maintenance scheduling system used to track and record all equipment maintenance. Re-occurring service items are assigned to the responsible maintenance group who in turn also enters each item in CMMS system upon completion.

9. Safety Training

Safety training and development is not only the responsibility of the Employee Services' Training & Safety Specialist, but Management/Supervisors, and the Lake County Employees themselves.

- A. All Employees are required to attend general safety training delivered to all employees which includes New Employee Orientation, Area Specific Orientation and Monthly Safety Topics.
- B. Supervisors are required to attend the programs above as well as the Supervisor Safety Training course. Supervisors may also be required to attend specialty training programs depending on the requirements for their respective work areas.
- C. Directors and Managers must complete the programs required of all employees identified in item A.
- D. Other Specialty Training programs may be required of employees depending on the courses specified for their work area, such as ladder safety, proper lifting, respiratory protection, powered industrial vehicle operation and confined space entry.
- E. Contractors are responsible for training their employees in all safety program requirements.

RESERVATION OF AUTHORITY:

The Office of Employee Services is responsible for developing, implementing and updating policies and procedures supporting employment standards, programs and benefits as delegated by the Lake County Board of County Commissioners and the County Manager. The authority to issue and/or revise this procedure is reserved for the County Manager.

Approved By: Cindy Hall, County Manager

Date: 2/24/06